

From: Bell, Jennifer C. DPI <Jennifer.Bell@dpi.wi.gov>
Sent: Thursday, November 29, 2018 11:10 AM
To: ACT Coordinators
Subject: WI Statewide ACT Assessments Update - Nov. 29

Dear educators,

There are three main activities school test coordinators must complete at this time to prepare for ACT and WorkKeys testing: (1) Manage participation for each test, (2) Submit documentation to request accommodations and EL supports for ACT, and (3) Order WorkKeys accommodated materials. Please read on for details about these activities. Clicking the links will take you to step-by-step instructions or additional resources to assist you in completing the task.

Test Coordinator Action Items:

- [Manage participation](#) (choose test dates and shipping dates) for ACT **by November 30**
- Manage participation (choose test dates and shipping dates) [for WorkKeys by November 30](#)
- Submit ACT [accommodations](#) requests using the [TAA System](#)
- Adjust the number of WorkKeys accommodated formats needed in PANext (SetUp>Organizations>Test Administration>Edit Enrollment Counts). *Do not edit the standard time counts.*
- Read the [Test Coordinator Information Manual](#)
- If you missed the live test administration training webinar this morning, the recording will be available to view on the [DPI ACT Trainings page](#) in a few days.
- [Register for Test Administration Training Webinar Part 2.](#)

ACT Accommodations and English Learner Supports

- School staff members who will be submitting ACT accommodations and EL supports for students should request access to [TAA](#) as soon as possible. There can be only one TAA Test Coordinator (TC) per school, but there can be multiple Test Accommodations Coordinators (TAC). TCs and TACs can enter accommodations and documentation into TAA. Instructions for requesting TAA access can be found in the [TAA User Guide](#).
- Submit all accommodations requests for ACT in the Test Accessibility and Accommodations (TAA) System. Do not submit requests for Local Arrangements in TAA. Local arrangements are locally approved by the test coordinator. Refer to the [List of Allowable Supports](#) for what is a local arrangement versus an accommodation.
- **Submit requests early** - well before the January 11 deadline - so there is time to resubmit if additional documentation is needed to verify the disability.
- Refer to the resources found on [DPI's ACT Accommodations Webpage](#). The resources are organized in a checklist format to help schools with the accommodations testing process.
- Information on English Learner Supports can be found on [DPI's ACT English Learner Supports Webpage](#).
- View the recording of [Wisconsin's ACT Accommodations Training Webinar](#) for an overview of the accommodations process.
- If a request is not approved, you can submit again for reconsideration. If you are unsure about what documentation to submit for reconsideration, consult the [ACT Documentation](#)

[Policy](#) or contact the ACT Accommodations team at 800-553-6244 x1788 or actstateaccoms@act.org.

- Log into TAA to view decisions on accommodations requests. After receiving decisions, if accommodations requests are not approved, please contact OSA as soon as possible.

WorkKeys Accommodations and English Learner Supports

- For WorkKeys, no TAA submissions are needed.
- To receive accommodated WorkKeys materials, Test Coordinators must adjust the number of accommodated formats needed in PANext:
 - Log into PearsonAccessNext
 - Select WORKKESY SPRING 2019 from the drop down at the top of the page
 - Go to SetUp>Organizations>Test Administration>Edit Enrollment Counts>
 - Click the + next to “Accommodation and Support Formats”
 - Enter the quantity of each accommodated format needed
- Do not make adjustments to the standard enrollment counts.
- Refer to the [WorkKeys Accessibility Guide](#) for a list of available supports.

Resource Spotlight

[Testing Guidance for Multi-District Charter Schools](#)

[What’s New with State Testing 2019](#)

[Testing Staff Roles and Responsibilities](#)

Thank you for your contributions to a successful testing experience for all students. For assistance, please contact:

ACT Help Desk

General: 800-553-6244, ext. 2800; statetesting@act.org

Accommodations: 800-553-6244, ext. 1788; actstateaccoms@act.org

Aspire: 855-730-0400

<http://www.act.org/stateanddistrict/wisconsin>

General Information and Policies

Jennifer Bell

608-267-7268

jennifer.bell@dpi.wi.gov

<https://dpi.wi.gov/assessment/act>

Student Data

Phil Cranley

608-266-9798

philip.cranley@dpi.wi.gov

Choice Program and Test Security Issues

Duane Dorn

608-267-1069

duane.dorn@dpi.wi.gov

Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email.